**Sixth Form Attendance Interventions and Sanctions**

An attendance check will be conducted by the Pastoral and Academic Support Officer (PASO) **at the end of every half term** that will be referred to as **attendance checkpoints**. Tutors may be carrying out further attendance checks between each checkpoint. The Sixth Form requires a student to be in school as a full time student, and this means a minimum average attendance of 95%. If at an attendance checkpoint you fall below 95% you will be placed onto the below stages. There is a clear link between attendance and progress and we need to ensure students are giving themselves the best chance to succeed, and also prepare them for the rules and regulations of any work place.

**STAGE 1: Under 95% average attendance at the end of half term**

**Warning letter** posted home to student and parent by the Sixth Form team.

If this is the same student and poor attendance is not resolved

**STAGE 2: Under 95% average attendance at the end of the next half term**

**Tutor** report is issued for an initial 2 week period. If after 2 weeks attendance has not improved, a further report will be issued with the tutor for 2 weeks.

If this is the same student and poor attendance is not resolved

**STAGE 3: Under 95% average attendance at the end of the next half term**

**Head** **of Year** report is issued for an initial 2 week period. If after 2 weeks attendance has not improved, a further report will be issued with the tutor for 2 weeks.

If this is the same student and poor attendance is not resolved

**STAGE 4: Under 95% average attendance at the end of the next half term**

**Head** **of Sixth Form** report is issued for an initial 2 week period. If after 2 weeks attendance has not improved, a further report will be issued with the tutor for 2 weeks.

If this is the same student and poor attendance is not resolved

**STAGE 5: Final action by Head of Sixth Form**

If the student has not improved attendance after 4 weeks at stage 5, the student will be giving the following options:

1. Asked to leave the sixth form and come under the guidance of the careers service in order to secure another form of education and/or training elsewhere.

OR

1. Repeat the year from the next September in the sixth form.